

NO.	SUBJECT	DATE
3	- Future DDA Efficiencies and Cost Savings Category III OIS OMS O/FIN OL ODP OS OT&E Category IV OIS OMS OC OL OS OT&E Category V OIS OMS OC O/FIN OL ODP	13 Aug 81
2	- CAT II Future Efficiencies Through Capital Investment Attachment Summary OL ODP OS OMS OIS OF OTE OC	4 Aug 81
1	- Directorate of Administration Efficiencies and Cost Savings Attachment A Executive Summary OIS OMS OC O/FIN OL ODP OS OT&E Attachment B	20 Jul 81

NO.	SUBJECT	DATE
6	- CORE - Category V - Future Efficiencies Through Centralization or Elimination of Duplication OIS OMS OC O/FIN OL ODP	Undated
5	- Future DDA Efficiencies and Cost Savings	13 Aug 81
4	- Future Efficiencies with Adverse Impact on Service OIS OMS	Undated

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OIS 1,339,511.0000+

OF 405,000.0000+

OL 356,100.0000+

ODP 1,176,500.0000+

004

648,201.1.0000+

TOTAL

264,511.0000+

1,075,000.0000+

002

OIS 1,339,511.0000*

0.*

34,000.0000+

209,000.0000+

162,000.0000+

003

OF 405,000.0000*

0.*

0.*

3,000,000.0000+

245,000.0000+

250,000.0000+

66,000.0000+

004

OL 356,100.0000*

0.*

0.*

ODP 1,176,500.0000*

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CORE - CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

WARNING NOTICE -
INTELLIGENCE SOURCES
AND METHODS INVOLVED



25X1

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION OR ELIMINATION OF DUPLICATION

TOTALS

SAVINGS

Office of Information Services	\$ 1,339,511
Office of Medical Services	
Office of Communications	
Office of Finance	405,000
Office of Logistics	3,561,000
Office of Data Processing	1,176,500
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TOTAL	\$ 6,482,011

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION OR ELIMINATION OF DUPLICATION

Office of Information Services

Elimination of Systematic Classification Review	\$ 264,511
Elimination of Freedom of Information Act	1,075,000

Office of Medical Services

Transfer the Overseas Medical Benefits Program

Consolidation of all Agency Medically and
Psychologically Related Tasks.

Office of Communications

Combine Offices of Communications, SIGINT
Operations, and Development and Engineering
Commo Support Groups

Office of Finance

Centralize Travel Accounting	34,000
Consolidation of all Financial Management in the Office of Finance	209,000
Centralization of Budgeting and Management for Personal Services Costs	162,000

Office of Logistics

Standardization of Agency-wide Equipment	3,000,000
Consolidation of Transportation in the Office of Logistics	
Consolidation of Micrographics	245,000

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Logistics (Continued)

Consolidation of Copier Management	\$ 250,000
Consolidation of Graphics	
Consolidation of Joint Publications Research Service	
Genographics in the Printing and Photography Division	66,000
Consolidation, Elimination or Better Utilization of Hedgeneck	

Office of Data Processing

Standardization of Word Processing	1,176,500
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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Information Services

Activity Description	Current Positions	\$	Savings Positions	\$
1. Elimination of Systematic Classification Review (E.O. 12065)				
The value of this effort for the manpower expended and its true contribution to openness in government are questionable. The estimate of savings is based upon: (1) elimination of systematic review for most all records except finished intelligence, (2) continuation of a review program at NARS to protect our information in other agencies' holdings, and consequently (3) an ability to reduce the strength of Classification Review Division (CRD) by 1 branch chief (GS-14), 6 I.O.-Classification Officers (GS-13), and 1 clerical (GS-04).				25X1
2. Elimination of Freedom of Information Act				
This activity consists of processing requests received by the Agency under the provisions of the Freedom of Information Act (FOIA). The projected savings are based upon the Agency being totally exempted from the FOIA and that the exemption is retroactive to cover requests now pending in initial and appeal processing.				25X1

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

(CONTINUED)

Office of Information Services

Activity Description	Current Positions	\$	Savings Positions	\$
The total amount will not be saved since we anticipate that we will still have to process referrals from other agencies, and we will still need to respond to requesters to inform them of the CIA exemption. Additionally, we anticipate that we will still be required to process requests under provisions of E.O. 12065 or any new order containing a mandatory review provision.				
25X1 The figures of are based upon the number of man-hours devoted to the FOIA translated into man-years.				

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

Office of Medical Services

Activity Description	Current Positions	\$	Savings Positions	\$
1. Transfer the Overseas Medical Benefits Program from the Office of Personnel to the Office of Medical Services (enhance efficiency and response time of medical claims and permit reallocation of resources).	0		Cannot estimate at this time	
2. Consolidation of all Agency medically and psychologically related tasks. For example, combine psychological services in the Office of Technical Service with psychological services in the Office of Medical Services (OMS). A study should be made to determine if medically related and psychologically related tasks in the Agency, requiring consultants and employees with specialized skills and knowledge, could be more effectively and economically used by consolidation. Job enrichment and career enhancement should be the factors to be taken into consideration in the study.	Cannot estimate at this time		Cannot estimate at this time	

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

Office of Communications

Activity Description	Current Positions	\$	Savings Positions	\$
Combine Offices of Communications (OC), SIGINT Operations (OSO), and Development and Engineering (OD&E), Commo Support Groups				Unknown

Presently there are independent Commo support groups assigned to OSO and OD&E. Combining this support with an already existing group in Domestic Networks Division, OC, will realize some efficiency and perhaps people saving. A study is recommended.

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$	
1. Centralize Travel Accounting					25X1
<p>The Office of Finance (O/FIN) only processes travel accountings for DO components and components which do not have their own travel audit capability. Savings are possible and service can be improved by transferring all present travel accounting functions and positions to O/FIN. We anticipate a minimum increase in productivity of 10% will result from "Economies of Scale."</p>					
2. Consolidation of all Financial Management in O/FIN (decentralized finance personnel to report directly to O/FIN)					25X1
<p>Although all financial systems are the responsibility of O/FIN, certification and accounting are in large part decentralized to the office and division level presenting a weakness in the degree to which this Office can enforce regulations and standards designed to protect the Agency against fraud and waste and can react to support operations and other Agency purposes in the most effective and efficient manner. With the consolidation of these functions within O/FIN, our aim is to introduce a greater degree of consistency and uniformity and allow for a more effective and timely reaction to resource</p>					

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
allocation/reallocation needs. Recognizing that certain positions must remain within the operating components, some functions and services performed could be physically collocated within the main office. We anticipate that centralization could lead to a minimum increase in productivity of 10% in those positions devoted to audit and certification processes [redacted] as a result of "Economies of Scale."				

25X1
25X13. Centralization of Budgeting
and Management for Personal
Services Costs

The obligations for personal service costs are presently administered by offices and divisions. However, almost all personal service obligations are computer generated by personnel actions and time and attendance reports. Centralization of these functions in OP or the Comptroller's Office, relying on data derived from the Agency's "personnel" systems would improve personal service cost management, would free up personnel doing these tasks in offices, and would enable offices to concentrate on the management of nonpersonal

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
service costs. Estimated amount of savings may be conservative as the total was based on an estimate of time required to prepare the required budget exercises only. Any savings realized by components could be offset by additional staffing required by the Offices of the Comptroller or Personnel to administer the Agency's personal services budget.				

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
1. Standardization of Agency-wide Equipment			Add 2	\$3,000,000

There is a lack of centralized programmatic planning in the procurement of office equipment and related services. This causes a proliferation of contracts to satisfy the individual needs of many users and mitigates against economy of scale considerations in the acquisition process.

A concentrated effort to increase standardization in the procurement of office equipment and related services could result in acquisition cost savings of approximately \$3,000,000, but several additional people will be required.

2. Consolidation of Transportation in the Office of Logistics

Unknown

The Office of Logistics (OL) is the primary manager of transportation assets and requirements for the Agency. This includes motor pool operations, truck fleet, and arrangements with military and commercial carriers for the movement of official cargo. There are, however, arrangements made by components outside OL for special airlift missions in connection with ongoing national programs and special projects. These airlift

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
missions are usually not coordinated with OL and do not always utilize the full load capacities of the aircraft. These missions also often operate in the same areas where OL has requirements to move material.				

Through a centralization of all transportation tasking into the OL, better utilization could be made of available assets with resulting economics in manpower and monies.

3. Consolidation of
Micrographics

25X1

The proposal for consolidation of micrographic facilities in the Agency is based on the premise that cost reductions could be made in four areas: personnel (5 to 6.5 positions); floor space (3,941 sq. ft.); equipment (29 pieces); and supplies (\$12,388). It is estimated that operating costs could be reduced by \$230,000-\$260,000 per year.

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
4. Consolidation of Copier Management				
A recently concluded study on the consolidation of copier management indicates that Printing and Photography Division (P&PD) could assume responsibility for the program with the addition of two positions to its staffing complement. The cost of the two-position increase would be more than offset by cost-saving projections of approximately \$250,000 annually in outlying years. The cost reduction would be acquired through equipment bid solicitations, comprehensive planning for equipment placements, equipment sharing, lower cost maintenance contracts, and streamlined certifications for payment of bills.	1	\$16,000	Add 2	\$250,000
5. Consolidation of Graphics				
25X1 There are information specialists employed in 9 separate graphics shops. Although consolidation may not be feasible in the larger facilities, it is a viable solution for better utilization of manpower		Unknown	0	Unknown

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
25X1 and space in 5 shops which employ [redacted] The number of positions would not be reduced but the potential for better service to Agency customers through consolidation of effort is present.				
6. Consolidation of Joint Publications Research Service (JPRS), FBIS, in P&PD				
P&PD is receptive to the consolidation of JPRS activities with the Division. The JPRS operation has been observed in the past by P&PD officials and there is a consensus that consolidation would yield greater efficiency. The precise amount of savings possible through the merger could only be determined through an in-depth study of the current situation in JPRS.	Unknown	Unknown	Unknown	Unkown

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
7. Genigraphics in the Printing and Photography Division, OL	Unknown	Unknown	Unknown	\$66,000

The Genigraphics System was acquired by the National Foreign Assessment Center (NFAC) for a "best guess" cost of \$600,000. The Printing and Photography Division (P&PD) feels that computer graphics service would not be adversely impacted by Genigraphics' placement in the Division. As a matter of fact, P&PD is in the process of requisitioning a computer graphics system of its own for \$66,000, with delivery sometime around 1 October 1981. This cost could be avoided by the turn-over to P&PD of the Genigraphics System. P&PD is not knowledgeable enough of how NFAC uses the system and, therefore, cannot comment on whether it could provide the service with less positions than NFAC employs. It is assumed only that P&PD could become as efficient as NFAC in the use of the system.

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
Standardization of Word Processing				
Very substantial discounts have been provided by computer equipment manufacturers in bidding on competitive procurements. Competitive procurement of the equipment for a standard family of word processors for Agency-wide needs will force a runoff between the major suppliers of such equipment. Using the modest 13 percent off of list price obtained by the State Department in their recent procurement and applying it to a typical stand-alone work station which costs approximately \$10,000, we can anticipate a savings of \$1,300 per installed unit. If the present Agency-wide inventory of 505 word processors were replaced by standard units, a savings of \$656,500 would be effected in cost avoidance as an absolute minimum. A more realistic number of 2,000 units is anticipated for installation during the systems life of the contract. This equates to a savings of \$520,000 annually.	0		\$656,500 (one time) 520,000 annually	

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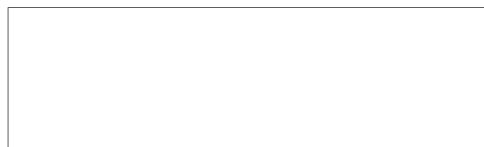
CORE - CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE

IMPACT ON SERVICE OR RESULTING

IN IMPROVEMENTS IN SERVICE

WARNING NOTICE -
INTELLIGENCE SOURCES
AND METHODS INVOLVED



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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE
OR RESULTING IN IMPROVEMENTS IN SERVICETOTALSSAVINGS

Office of Information Services	\$ 671,025
Office of Medical Services	11,000
Office of Finance	1,138,000
Office of Logistics	3,515,000
Office of Data Processing	356,000
Office of Security	848,000
Office of Training and Education	45,000
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TOTAL	\$ 6,584,025

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SECRET**EXECUTIVE SUMMARY****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE
OR RESULTING IN IMPROVEMENTS IN SERVICE**Office of Information Services

Abolish the AWP and the EOP in the PAR	\$671,025
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Office of Medical Services

Discontinue Dental Program	11,000
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Office of Finance

<div style="border: 1px solid black; width: 600px; height: 30px;"></div>	104,000
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25X1

Absorption of New Pay Cases	34,000
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Earning Interest on Operational Bank Accounts	1,000,000
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Automate Travel Accountings	
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Computer-Aided Instruction	
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Office of Logistics

Increase Competitive Procurement	3,000,000
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Control and Limit Year-End Funding	100,000
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Remote Information Media Centers	
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Establishment of a Regional Logistics Support Activity <div style="border: 1px solid black; width: 120px; height: 15px; display: inline-block;"></div>	
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25X1

Contract Out Secretarial Services for Unclassified Work	
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Increase the Use of Suggestion Awards	415,000
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Prepare Logistics Support Annexes for Contracts and Projects with Budgeted Cost Exceeding \$250,000	
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SECRET**EXECUTIVE SUMMARY****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE
OR RESULTING IN IMPROVEMENTS IN SERVICE**Office of Data Processing

Relief from Word Processing Regulations	\$ 114,000
Locate 4C Center Contiguous to the Ruffing or Special Center	114,000
Component Budgeting of Terminals	75,000
Reduction in Cost of Output Products	53,000

Office of Security

"Blue Blazer" Protective Force	135,000
SANCA Reprogramming	30,000
Eliminate Key punch Activity	20,000
Discontinue Communications Link	15,000
Personnel Security Initiatives	573,000
Up-Front Polygraph	75,000

Office of Training and Education

	27,000	25X1
	18,000	

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SECRET**CATEGORY III****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE****Office of Information Services**

Activity Description	Current Positions	\$	Savings Positions	\$
Abolish the AWP and the EOP in the PAR.			None	671,025

The value of the AWP is questioned, except for special cases, and the EOP is seen as redundant to the PAR narrative. Savings are estimated on the basis of: (1) the quantity of PARs submitted per annum, (2) the average supervisory grade (GS-12.78) and wage per hour (\$14.79), (3) the average time required to prepare the AWP (2 hours) and EOP (1 hour), (4) the average clerical grade (GS-06) and wage per hour (\$6.57), (5) the average time required to type the AWP and EOP (1/2 hour each), (6) the quantity of printed forms consumed, (7) the cost of the printed form per page (1.5 cents each), (8) the quantity of copies (pages) produced at 3 copies each, and (9) the cost of each copied page (.03 cents).

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

Office of Medical Services

Activity Description	Current Positions	\$	Savings Positions	\$
Discontinue Dental Program	0	11,000	0	\$11,000

In FY 1981, the Dental Program was implemented. During its genesis, the program was felt to be an excellent service for dependents, and one which could potentially diminish dental problems overseas. Unfortunately, the hope for the success of this program has not come to fruition. It has been poorly received by dependents and, at this point, it is a nonproductive program. It is, therefore, proposed that this service be eliminated. Savings would amount to circa \$11,000 per year and permit a reallocation of human resources.

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SECRET**CATEGORY III****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE****Office of Finance**

Activity Description	Current Positions	\$	Savings Positions	\$	
	1	\$198,500	.5	\$104,000*	25X1
<p>biweekly salary payments, ks are sent to offices,</p> <p>are mailed to banks, and</p> <p>are deposited via Electronic Fund Transfer. All but the last method are time consuming, labor intensive and, at least for the second method, not compatible with cover. Current costs include equipment, \$1,000; finance processing, \$16,000; component processing, \$7,500; and lost time (payday banking) \$174,000.</p>					25X1
					25X1
					25X1
2. Absorption of New Pay Cases					
<p>The Agency Budget projects an increase of roughly employees over fiscal years 1981, 1982, and 1983. During this same period CIARDS annuitants should increase by approximately This will create pay cases, or an increase of about 10 percent</p>					25X1
					25X1
					25X1

*Estimates only 50 percent savings in lost time.

**Cost avoidance.

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SECRET**CATEGORY III****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE****(CONTINUED)****Office of Finance**

Activity Description	Current Positions	\$	Savings Positions	\$
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processed in December of 1980. We believe this increase can be absorbed by the Compensation Division provided that continuing improvements in the automated payroll can be promptly serviced by the Office of Data Processing, that new requirements which cannot be automated are held to an absolute minimum, and that the Office of Finance (O/FIN) remains fully staffed over the three year period. The estimated cost avoidance from this absorption is \$34,000 in FY-1981, \$72,000 in FY-1982, and \$103,000 in FY-1983. These figures are estimates of personal service costs avoided by productivity increases. They are not adjusted for annual inflation.

25X1

*To U.S. Treasury, not to CIA.

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SECRET**CATEGORY III****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE****(CONTINUED)****Office of Finance**

Activity Description	Current Positions	\$	Savings Positions	\$
banking contacts who have generated costs analyses, the most comprehensive coming from the largest and most active bank contact. Our goal is to maintain minimum necessary balances to meet operational and operating requirements and to earn interest on those balances wherever possible. Each of our banks and each of our accounts will be individually assessed to determine the feasibility of earning interest. If it is feasible to earn interest on all of our present accounts, it may be possible to turn over \$1,000,000 to the Department of Treasury.				
4. Automate Travel Accountings	23	\$396,000	Unknown	Unknown

There are approximately 30 Agency-wide people devoted to the audit of travel accounting; additionally, other personnel time is devoted to travel disbursements. The O/FIN is in the earliest stages of investigating the feasibility of automating all or a part of this process. It is anticipated that an automated process would require fewer people and provide needed accuracy.

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SECRET**CATEGORY III****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE****(CONTINUED)****Office of Finance**

Activity Description	Current Positions	\$	Savings Positions	\$
5. Computer-Aided Instruction	Unknown	Unknown	Unknown	Unknown

The O/FIN has a number of positions for which personnel can be trained by computer-assisted instruction. There are other finance functions outside this Office which could benefit from such training. Our Office is not manned or equipped to develop all of the training courses of this type which could be useful. Development and use of such courses would do much to improve productivity throughout the Office of Finance and would also contribute to more efficient and effective financial management throughout the Agency. Additional resources would probably be required by OTE and possibly ODP.

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SECRET**CATEGORY III****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE****Office of Logistics**

Activity Description	Current Positions	\$	Savings Positions	\$
1. Increase Competitive Procurement			Add 2	\$3,000,000

The Public Law has historically required that Government purchases of goods and services be accomplished using full and free competition to the maximum extent practicable. Offering all qualified firms the opportunity to compete helps to minimize favoritism and collusion and provides assurance that acceptable products and services are obtained at the lowest prices. In many cases, lack of adequate planning or lack of personnel resources do not permit competitive procurement.

There is no empirical data readily available to quantify cost savings from increasing competitive procurement activity. We believe a cost savings of \$3,000,000 could be achieved. We believe that additional effort would be required to process more competitive procurement actions. The equivalent of two or more additional positions have been used to reflect this additional effort.

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CATEGORY III

**FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE**

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
2. Control and Limit Year-End Funding (to preclude fund "dumping")				\$100,000

The contracting process is a convenient tool used to obligate funds whose availability for obligation will lapse at the end of the fiscal year. In recent years, the Office of Management and Budget has issued an annual directive to agencies of the Federal Government which limits the amount of funds which can be obligated in the last quarter of the fiscal year. It is recognized that there are inefficiencies in entering into contracts on a crash basis with inadequate lead time to perform the necessary analysis for proper contracting. The "dumping" of funds at the end of the fiscal year is a practice which should be curtailed to the maximum extent practicable.

It is difficult, if not impossible, to assign a dollar savings if this practice is curtailed, but we estimate that at least \$100,000 annually would be realized through tighter administrative controls.

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Logistics

Activity Description	Current*		Savings*	
	Positions	\$	Positions	\$
3. Remote Information Media Centers	0	0	Unknown	Unknown

This activity would provide the resources necessary to extend the benefits of electronics-based text creation, processing and distribution to a greater population of users, especially those outside of the Headquarters building. High speed/quality printers, plotters, optical character readers, graphics terminals, and Computer Output Microfilm (COM) recorders would be located in the outlying Agency buildings. These devices would be interfaced to the central ODP facilities such that they would become an integral part of the growing interconnected network between Agency components and locations. This will eventually enable users of ODP, OC, and OL/Printing and Photography Division services to route their output to common media centers located closer to their work. This effort would gradually extend information input and output services to remote sites such that all users would benefit from the information network supported by the ODP central system.

*The efficiencies/impact of this proposal is unknown at this time. There is an ongoing joint OC, ODP, and OL study on the establishment of a pilot center in the [] which will determine the feasibility and resource impact of the proposal.

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Logistics

	Activity Description	Current Positions	\$	Savings Positions	\$
25X1	4. Establishment of a Regional Logistics Support Activity in [redacted]	2*		Unable to Identify	

Establishment of a Regional
Logistics Support Activity in

25X1

While a Logistics Support Activity would improve our reaction time, we should also realize a significant reduction in the number of requirements levied on Special Purchases Branch. There should also be a corresponding reduction in transportation charges and packing requirements at the [redacted]. The negative aspect that must be considered is the extreme high cost of housing should an additional person be required.

25X1

*Primary function of incumbents is Station support and housing.

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Logistics

Activity Description	Current Positions \$	Savings Positions \$
25X1 A similar regional support activity exists [] has resulted in both expansion of the procurement activity that can be offered customers as well as increasing the sophistication of contract actions. This concept greatly reduces first destination transportation costs and offers a storage and transshipment service to major customers in the geographical area.		
5. Contract Out Secretarial Services for Unclassified Work		0 Unknown
Use of contracted secretarial services has a great potential for savings; although, to our knowledge, it is used only by the Foreign Broadcast Information Service (FBIS).* Provided requirements for significant amounts of unclassified typing exist in other parts of the Agency, these savings could be greatly increased through the broader use of this kind of service.		

*In that office twenty positions and \$117,000 (net) are saved.

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
6. Increase the Use of Suggestion Awards	0	\$207,807	0	\$415,000

In FY 80, Agency employees were awarded \$33,210 in the Agency-wide Suggestion Awards Program. This amount was divided among 122 separate suggestions with the average award being in the amount of \$272. The first year tangible savings to the Agency were \$207,807.

It is reasonable to assume that the above figures could conceivably increase with an increased emphasis on the Agency-wide Suggestion Awards Program.

7. Prepare Logistics Support Annexes for Contracts and Projects With Budgeted Cost Exceeding \$250,000 (This would equally apply to other support elements)

Unknown Unknown

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
Contracts and projects costing over \$100,000 usually include requirements for logistics support-- facility planning, acquisition and preparation, procurement of operational and support material and services, and materials handling and movement. In the absence of any formal procedure to identify and plan for the requirements early in the contract/project cycle, the Office of Logistics (OL) frequently learns of the requirements only when needs are immediate. Forced into an essentially reactive mode, OL is unable to rationally develop and propose alternate solutions, take advantage of cost reducing techniques, or fully respond to the basic requirement or deadline.				

A requirement to formally consider the logistical implications of major efforts will (1) increase the effectiveness of all facets of logistics support, (2) facilitate development of more accurate (realistic) program schedules, (3) potentially reduce program cost through the use of competitive techniques, and (4) permit more rational allocation of OL financial and personnel resources.

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CATEGORY III

**FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE****Office of Data Processing**

Activity Description	Current Positions	\$	Savings Positions	\$
1. Relief From Word Processing Regulations				
Advancing technology in the word processing equipment (WPE) field has increasingly blurred the distinction between WPE and automatic data processing equipment (ADPE). In 1980, General Services Administration (GSA) recognized this and reclassified WPE as ADPE for management purposes. However, GSA requires that the determination of need for WPE be governed by rules promulgated by the National Archives and Records Services Administration (NARS) which require that WPE be justified as a typewriter replacement on the basis of savings in typing time. Our view is that this approach is technologically out of date and does not recognize that WPE ideally is used as part of an integrated office automation network. Use of WPE is, in fact, a method for capturing keystrokes, which is the first	4	\$114,000*	4	\$114,000*

*Annual Savings

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
<p>step in automated information resources management. The current NARS procedures take a much narrower, frankly old-fashioned view. Currently, ODP has 4 personnel engaged in the performance of NARS justification studies. If WPE were treated as ADPE, without regard for NARS procedures, these personnel could largely be redirected to office automation studies. WPE would then be justified on the basis of the overall benefits to be derived from attaching an additional work station to the office automation network and not exclusively for its value as a typewriter replacement. In April 1981, we requested that GSA grant CIA authority to treat WPE as falling exclusively within the existing CIA delegation of procurement authority for ADPE.</p>				

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
2. Locate 4C Center Contiguous to the Ruffing or Special Center				
Because of space limitations the new Community-wide Compartmented Clearance Computer System (4C) will be located in a specially configured computer center in the Location of 4C in space contiguous to an existing ODP center would permit a large personnel savings over the life of the system. The reduction would be approximately 4 operator positions for an annual savings of \$114,000.	4	\$114,000*	4	\$114,000*
3. Component Budgeting of Terminals				
Currently ODP budgets for terminals connected to its central services (both new terminals and replacements). If components were forced to budget, presumably justifications would be more closely scrutinized by component managers. An annual savings of \$75,000 could be realized in the ODP budget as a result.	0	\$75,000*	0	\$75,000*

*Annual Savings

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
4. Reduction in Cost of Output Products				
The Production Control Branch (PCB) of ODP annually produces approximately 4,234,900 pages of screenline (continuous form) and 9,251,000 pages of simplex Xerox computer output for Agency com- ponents and internal use. This fall, advances in technology will allow PCB to convert the 1,569,800 pages of screenline it uses in its daily work to duplex Xerox. This will half the number of pages printed to 784,900 and result in an annual saving in the cost in materials of \$11,300.	0	\$85,000**	0	\$53,000**
Were it possible to convert all PCB produced output to duplex Xerox, an additional savings of \$41,700 in material costs could be effected annually.				

**Annual Savings

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

Office of Security

Activity Description	Current Positions	\$	Savings Positions	\$
1. "Blue Blazer" Protective Force				
25X1 We are inaugurating a program 25X1 of supplementing the Federal Protective Office (FPO) with our own staff protective force in order to reduce the costs of protecting the [redacted] and the new [redacted] This program,		\$224,000		\$135,000
coupled with other adjustments in planned coverage, will cost \$89,000 vice the \$224,000 cost of an all FPO guard complement. The FY-1982 savings is \$135,000 with ongoing savings in future years. If the concept is validated through experience at these two initial locations, Security will expand the program to other carefully selected locations.				
2. SANCA Reprogramming				
The new SANCA will allow Clearance Division professional officers to issue certain types of approvals based upon a review of data displayed on a SANCA computer	2	\$24,000	2	\$30,000

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Security

Activity Description	Current Positions	\$	Savings Positions	\$
<p>terminal. By avoiding the creation of some 10,000 hard copy files annually, Security Records Division will save the cost of establishing, retrieving, and maintaining some 170 linear feet of records. The anticipated savings of \$30,000 includes eliminating two GS-05/1 file clerk positions at \$12,000 each per year or \$24,000. Furthermore, 170 linear feet of movable shelving which would have been required at [redacted] will not be needed. At \$27 per square foot, this equals \$4,590.</p>				
3. Eliminate Key punch Activity				
<p>By using the names, dates and places of birth, social security numbers, security file numbers, etc., already captured in SANCA, later retyping of this data can be avoided. The Office of Security (OS) also intends to capture the information required to set up OS files from, for example, Office of Personnel data bases, thereby totally eliminating the need to key-in this information. We estimate that the initial phase of this program alone will eliminate 1.3 GS-06/3 keypunch slots (\$14,584 [full year] plus \$4,861 [1/3 year]) for an annual FY-1982 saving of over \$20,000.</p>	1.3	\$19,000	1.3	\$20,000

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Security

Activity Description	Current Positions \$	Savings Positions \$
4. Discontinue Communications Link		
The Security Records Division will soon initiate a program of exchanging computer tapes with the Defense Control Investigative Index at Fort Holabird, thereby eliminating the need for the IBM Telecommunications link. This will save \$15,000 a year in equipment rentals.	\$15,000	\$15,000
5. Personnel Security Initiatives		
Applicant Investigation Expeditor Task Force.		\$573,000
In March 1980, the Office of Personnel (OP), in conjunction with the Office of Medical Services (OMS) and the Office of Security established a task force to screen out applicants who would probably be disapproved. This initiative prevents the expenditure of limited resources on questionable cases. At present, although the Personal History Statements of all prospective candidates are reviewed by the		

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Security

Activity Description	Current Positions	\$	Savings Positions	\$
Security Task Force, only approximately 35 percent of the applicants are actually interviewed either telephonically or in person. The savings experienced even in the 35 percent currently interviewed are impressive, and we are hopeful of expanding the program. If the program were expanded to permit prescreening interviews of all applicants, direct savings to the OS of approximately \$573,000 would be realized. There would be additional savings to other components of the Agency, such as OP (less invitee travel), OMS (less physicals), and customer components (less resume review).				
6. Up-Front Polygraph				
Since the beginning of the pre-investigative or up-front polygraph, the OS has tested 46 Office of Communications (OC) applicants and 25 prospective career trainees who decided to discontinue their processing based on the polygraph results. Since field investigations were not conducted on these individuals, an estimated \$71,000 in investigative costs were avoided. We anticipate the up-front polygraph program to continue at least at this year's level through FY-1982, or even to increase. Some \$75,000 should, therefore, be saved next year.		\$71,000		\$75,000+

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